



**State of New Jersey**  
DEPARTMENT OF BANKING AND INSURANCE  
CONSUMER PROTECTION SERVICES  
PO Box 329  
TRENTON, NJ 08625-0329  
TEL (609) 292-5316-50552  
FAX (609) 984-2792

## Continuing Education Credit-Manual Processing Form

New Jersey requires each resident individual producer licensee to complete continuing insurance education prior to license renewal. Approved education providers are required to electronically submit course completion records to Promissor, Inc. within 30 days of course completion. Contact your insurance education provider for courses completed over 30 days ago and not contained in Promissor's website record. **This form is provided only for those producers who have failed to complete the continuing education course requirement prior to the 15<sup>th</sup> of the month in which the license expires.** Prior to submitting your license renewal application you should print a continuing education credit record from Promissor's website at [www.promissor.com](http://www.promissor.com) and attach the printout with any non-included course completion certificates for submission to this office. You should not send these documents with your renewal application but mail them separately to this office. You may also fax these documents to our office at (609) 984-2792.

Mailing Address:

New Jersey Department of Banking and Insurance  
Office of Consumer Protection Services – Insurance Education  
P.O. Box 329  
Trenton, NJ 08625-0329  
Att. Jill Pierson

Licensee Name: \_\_\_\_\_  
Licensee Social Security Number: \_\_\_\_\_

License Number: \_\_\_\_\_  
License Expiration Date: \_\_\_\_\_

Attach Continuing Education Credit Report from Promissor's Website and all Continuing Education Course Completion Documents for those Courses not contained in the report.

06-12-20